

SECRET

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140137-1
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR / ☐ 22 25X1

1. TITLE OF REPORT (if a fill-in report include Form No.)

Weekly Activities Report, ☐ to TSD

2. TYPE
OF
REPORT

☐ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL
☐ LOGISTICS
☐ MEDICAL

☒ TRAINING
☐ SECURITY
☐ FINANCE

☒ ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

4

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Weekly

6. DISTRIBUTION (No. of components not number of copies)

Two

7. FORMAT (memorandum, form computer print-out, etc)

Memorandum

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Verbal order of C/TSD/SDB

10. PREPARING COMPONENT (include lowest level contributing information to report)

☐

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-12	8.00		2		16.00		52		832.00
GS-7	4.50		1		4.50		52		234.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$1,066.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

To keep TSD aware of the activities at ☐ as it pertains to the progress of 25X1 test projects and any conflicting priorities with the training program.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒

RETAIN AS IS

☐ OTHER (explain)

☐

CHANGE

☐

DISCONTINUE

MAN-HOURS

0

DOLLARS

0

16. DATE OF INVENTORY

9/29/70

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INFORMATION

18. EXTENSION

25X1